SELF SERVICE INSTRUCTIONS
RETURN TO WORK

https://cmil.mycmsc.com

Self Service

Path: HOME>SELF SERVICE>BENEFITS ENROLLMENT

1.   **Click on the yellow "Select" button to the right of your event description – RETURN TO WORK. *If not available, please contact Employee Benefits Division at (414) 286-3184.**

2.   **Click on "Edit" button next to the benefit plan you wish to enroll.**

3.   **Click the circle button next to the plan type (health, dental & fsa) you would like to select.**

4.   **Scroll down to the bottom of the page to enroll all eligible dependents. Click on the box next to their name.**

5.   ***If you need to add additional dependents, click on the yellow box "Add/Review Dependents".**

6.   **All dependent names must be capitalized and check "yes" for student (except for spouses and domestic partners).**

7.   **Enter all required information. When completed click on "Save".**

8.   **Click on "Ok".**

9.   **Scroll down to the bottom of the page and click on the line "Return to enrollment dependent/beneficiary summary".**

10. **Scroll down to the bottom of the page and click on "Return to event selection".**

11. **If required enter your Primary Care Physician (PCP) ID number. (In 2008, you do not need to enter a PCP name or number).**

12. If you are an established patient, click on the box "Check here if you are an established patient".

13. If there are dependents and they have the same Primary Care Physician (PCP), click on the box "Check here to use the same physician for all your dependents. (To list individual physicians for your dependents, click on the blue line "Dependent Provider List").

14. When completed click on "Store". By doing this it will hold your elections until you are ready to submit your final enrollment. (Remember do not click on the "Submit" button until you have completed all of your options).

15. Please review the information on the Confirmation Page. If the information is correct, click on "Ok". (The information is incorrect, click on "edit" to make the necessary changes).

16. Click on the "Edit" button next to the plan type (health, dental & fsa) you wish to enroll. See step 2.

17. When you are completed, click on the "Submit" button. This will finalize your benefit enrollments.

18. Click on the "Submit" button again.

19. Click "Ok" on the Submit Confirmation Page.

20. You will return to the Benefits Enrollment Page. You can exit on this page by clicking on "Sign Out".

 ***Please note: Under the column "Event Status", it states "Submitted". This will verify that your elections have been submitted to the Employee Benefits Division.